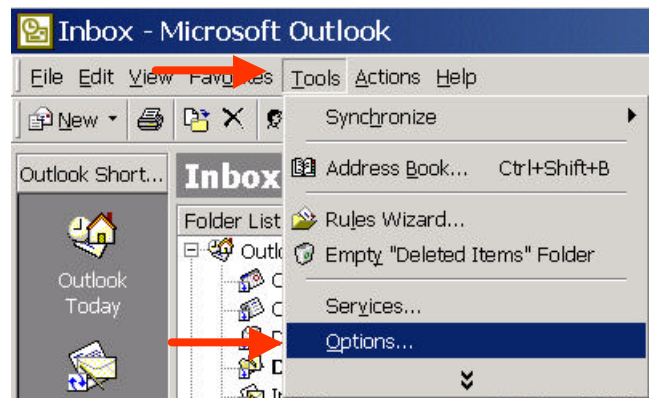


# Configuring Outlook 2000 & Outlook 98 2<sup>nd</sup> Edition Email Client

The CAC must be inserted in the card reader in order to configure Outlook 98/2000 Security Profile.

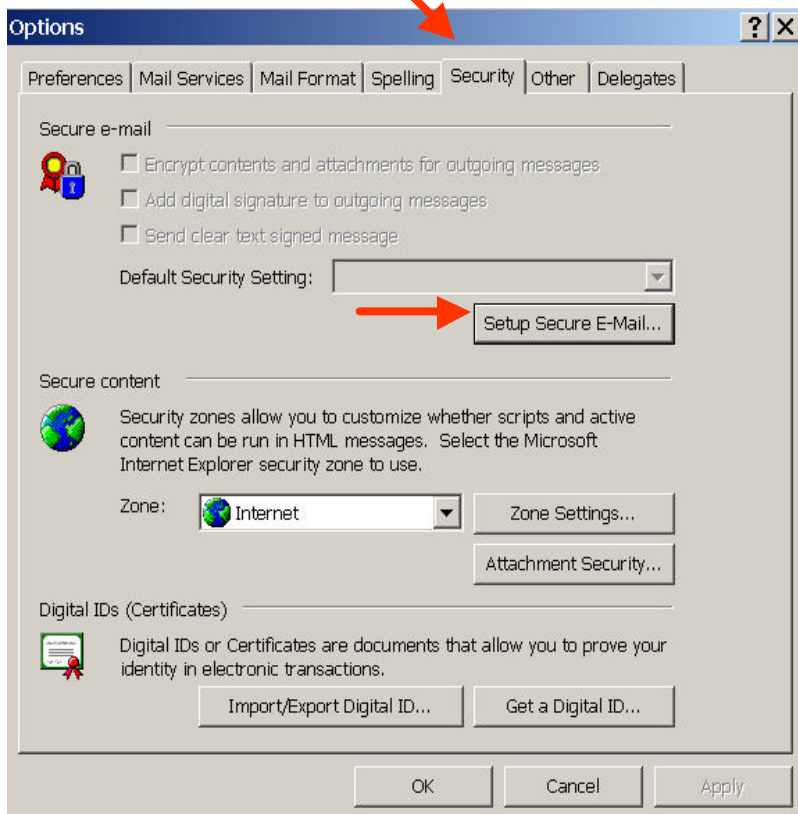
1

Open Microsoft Outlook 98/2000. In the "**Tools**" pull-down menu, select the "**Options**" menu item.



2

The *Options* window will appear. Click on the "**Security**" tab. Once the *Security* screen appears, click on the "**Setup Secure E-Mail..**" button. If there is previous Security Profile configured, click the "**Change Settings...**" button.



3

In the **Change Security Settings** window, type your name in the **Security Settings Name** field. Choose **S/MIME** from the drop-down menu in the **Secure Message Format** field.

Check the box next to "**Default Security Settings for the Secure Message Format**" and "**Default Security Settings for all secure messages**."

Click the "**Choose**" button to the right of **Signing Certificate**.

Change Security Settings

Security Setting

Security Settings Name: Nicole Baker

Secure Message Format: S/MIME

☒ Default Security Setting for this Secure Message Format

☒ Default Security Setting for all secure messages

New Delete Password...

Certificates and Algorithms

Signing Certificate: BAKER.NICOLE.M.1247205442 Choose...

Hash Algorithm: SHA1

Encryption Certificate: BAKER.NICOLE.M.1247205442 Choose...

Encryption Algorithm: 3DES

☒ Send these certificates with signed messages

OK Cancel

Select Certificate

Select the certificate you want to use.

Issued to	Issued by	Intended ...	Friendly n...	Exp
BAKER....	DOD CLASS 3 CAC EMAIL CA	<All>	None	5/3,
BAKER....	DOD CLASS 3 CAC CA	<All>	None	5/3,

OK Cancel View Certificate

4

In the **Select Certificate** window, identify the correct certificate by examining the **Issued By** column.

Highlight the Certificate issued by **DOD CLASS 3 CAC EMAIL CA**.

Click the "**OK**" button to continue.

5

You will be returned to the *Change Security Settings* screen. Ensure that **SHA1** is selected in the **Hash Algorithm** drop down menu. If it is not, click on the drop down menu and select **SHA1**.

**Change Security Settings**

Security Setting

Security Settings Name: Nicole Baker

Secure Message Format: S/MIME

☒ Default Security Setting for this Secure Message Format

☒ Default Security Setting for all secure messages

New Delete Password...

Certificates and Algorithms

Signing Certificate: BAKER.NICOLE.M.1247205442 Choose...

Hash Algorithm: SHA1

Encryption Certificate: Choose...

Encryption Algorithm: DES

☒ Send these certificates with signed messages

OK Cancel

6

In the *Change Security Settings* window, click the "**Choose**" button to the right of Encryption Certificate.

**Change Security Settings**

Security Setting

Security Settings Name: Nicole Baker

Secure Message Format: S/MIME

☒ Default Security Setting for this Secure Message Format

☒ Default Security Setting for all secure messages

New Delete Password...

Certificates and Algorithms

Signing Certificate: BAKER.NICOLE.M.1247205442 Choose...

Hash Algorithm: SHA1

Encryption Certificate: BAKER.NICOLE.M.1247205442 Choose...

Encryption Algorithm: 3DES

☒ Send these certificates with signed messages

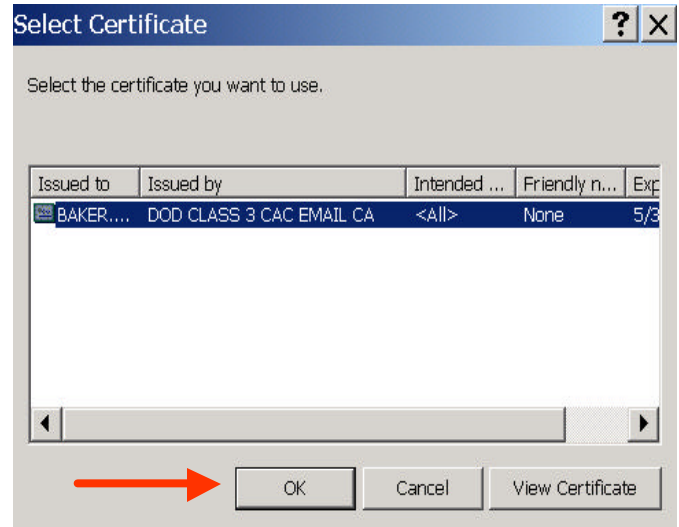
OK Cancel

7

In the *Select Certificate* window, identify the correct certificate by examining the ***Issued By*** column.

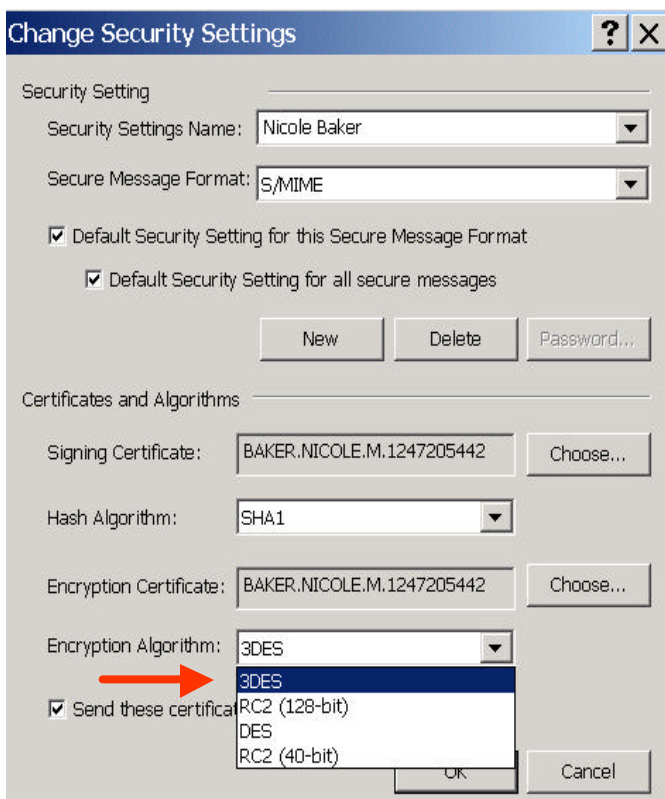
Highlight the Certificate issued by **DOD CLASS 3 CAC EMAIL CA**.

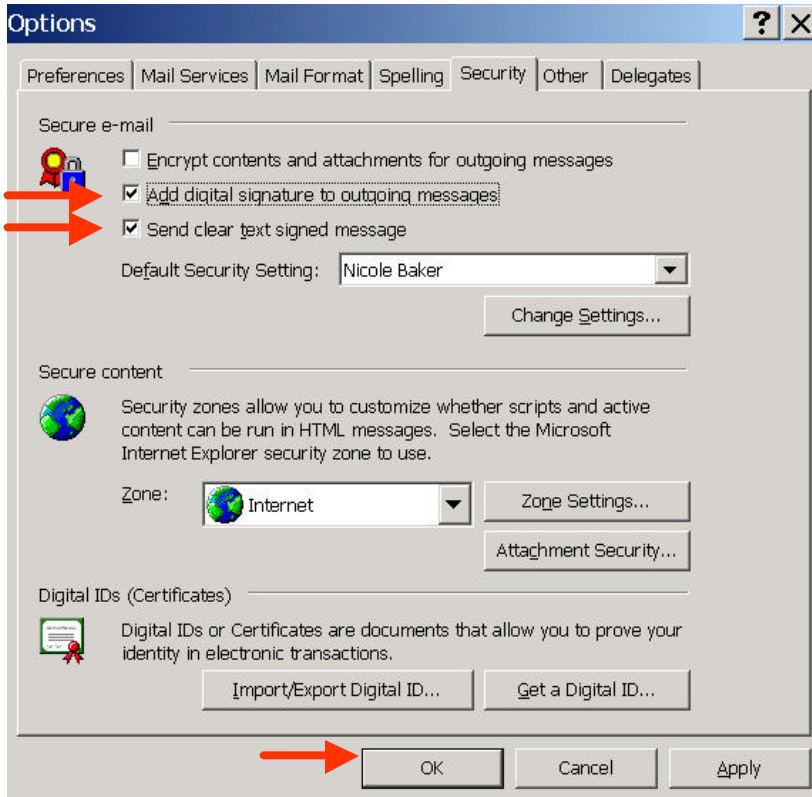
Click the **"OK"** button to continue.



8

Ensure **3DES** is selected in the ***Encryption Algorithm*** drop down menu. If not, select **3DES** from the menu.





9

You will be returned to the *Options* window showing the **Security** tab.

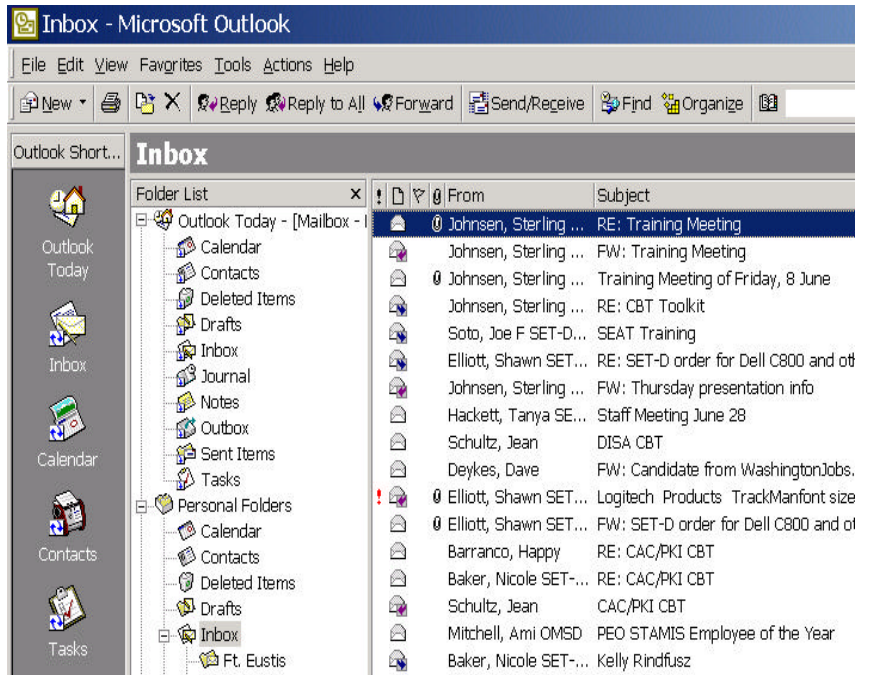
Enable the check box next to **Add digital signature to outgoing messages**. This will automatically sign every message you send. Ensure that the **Send clear text signed message** check box is also enabled. Click **"OK"**.



## Adding Signing and Encrypting icons to your toolbar.

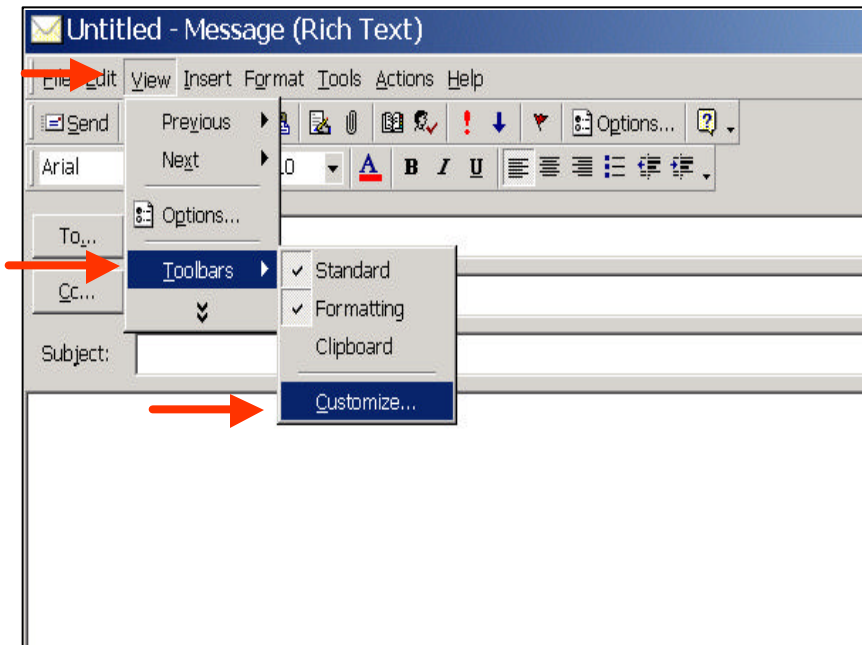
10

Open a New Mail Message by clicking the **"New"** button in the top left of the Outlook window.



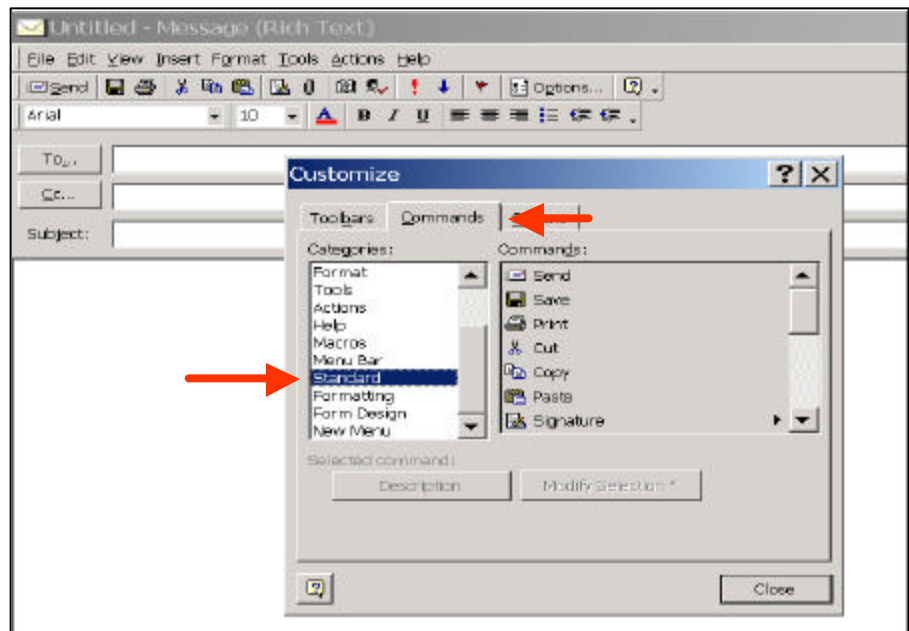
11

Once the New Mail Message opens, Click **"View"**, choose **"Toolbars"**, then **"Customize"**.

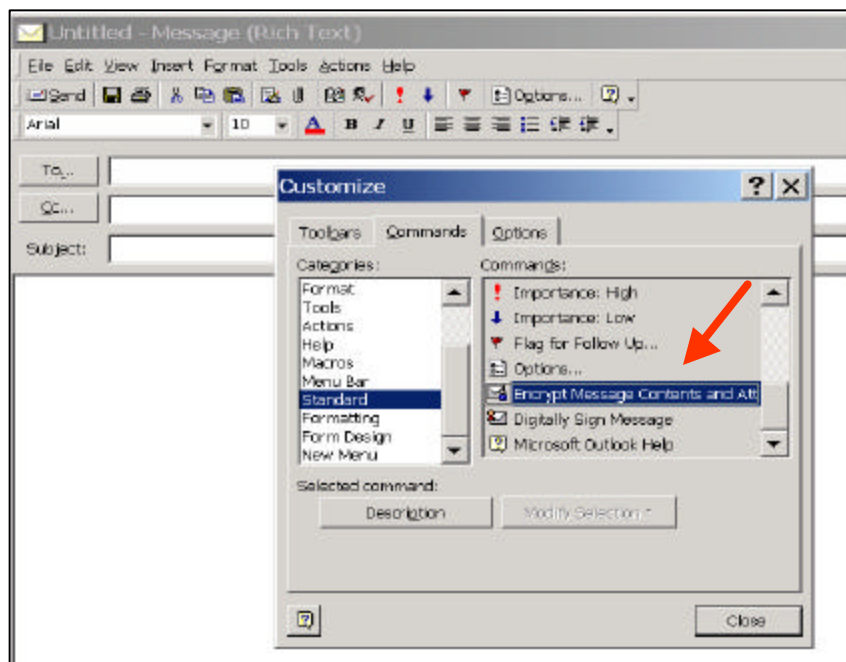


12

Make sure the **"Commands"** tab is chosen. Click **"Standard"** under the **Categories** menu.

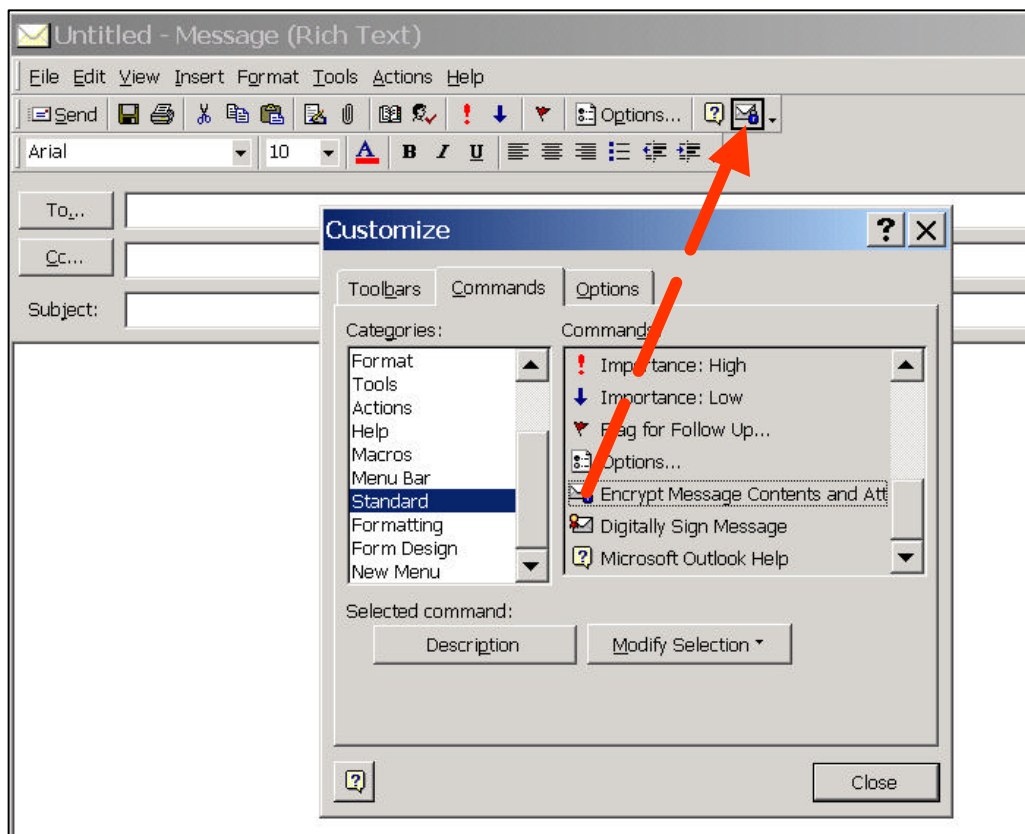


If the **"Encrypt Message Contents and Attachments"** icon and the **"Digitally Sign Message"** icon are NOT present in this menu, you may have MS Word selected as your Email Editor. When this option is chosen, you cannot customize the toolbar with the Signing and Encrypting icons..



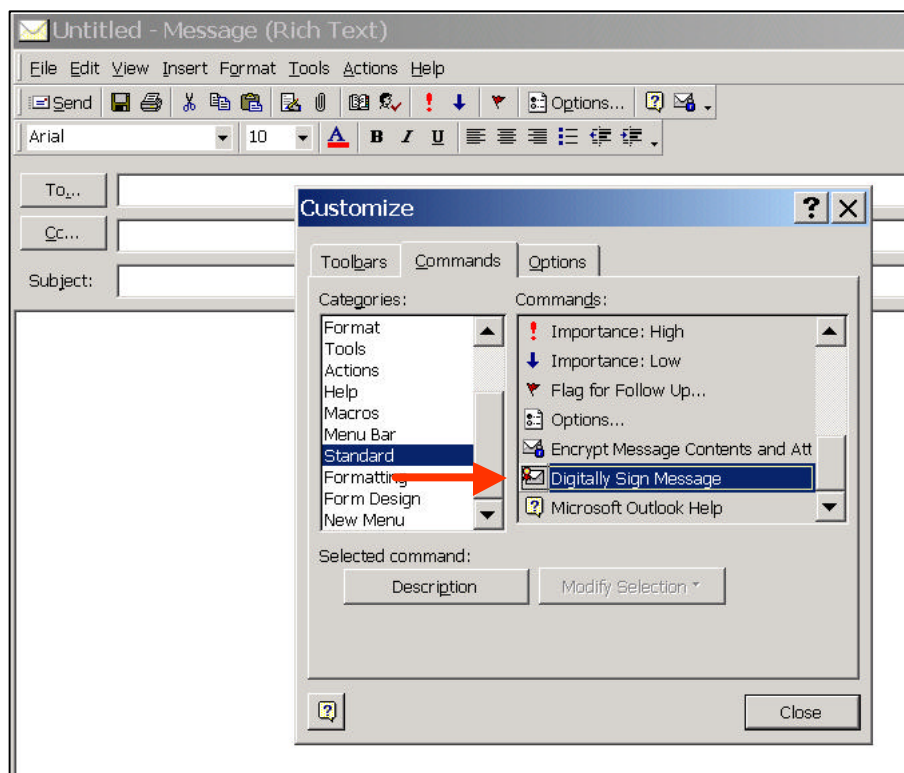
13

Scroll through the list of commands. Click on **"Encrypt Message Contents and Attachments"**.



14

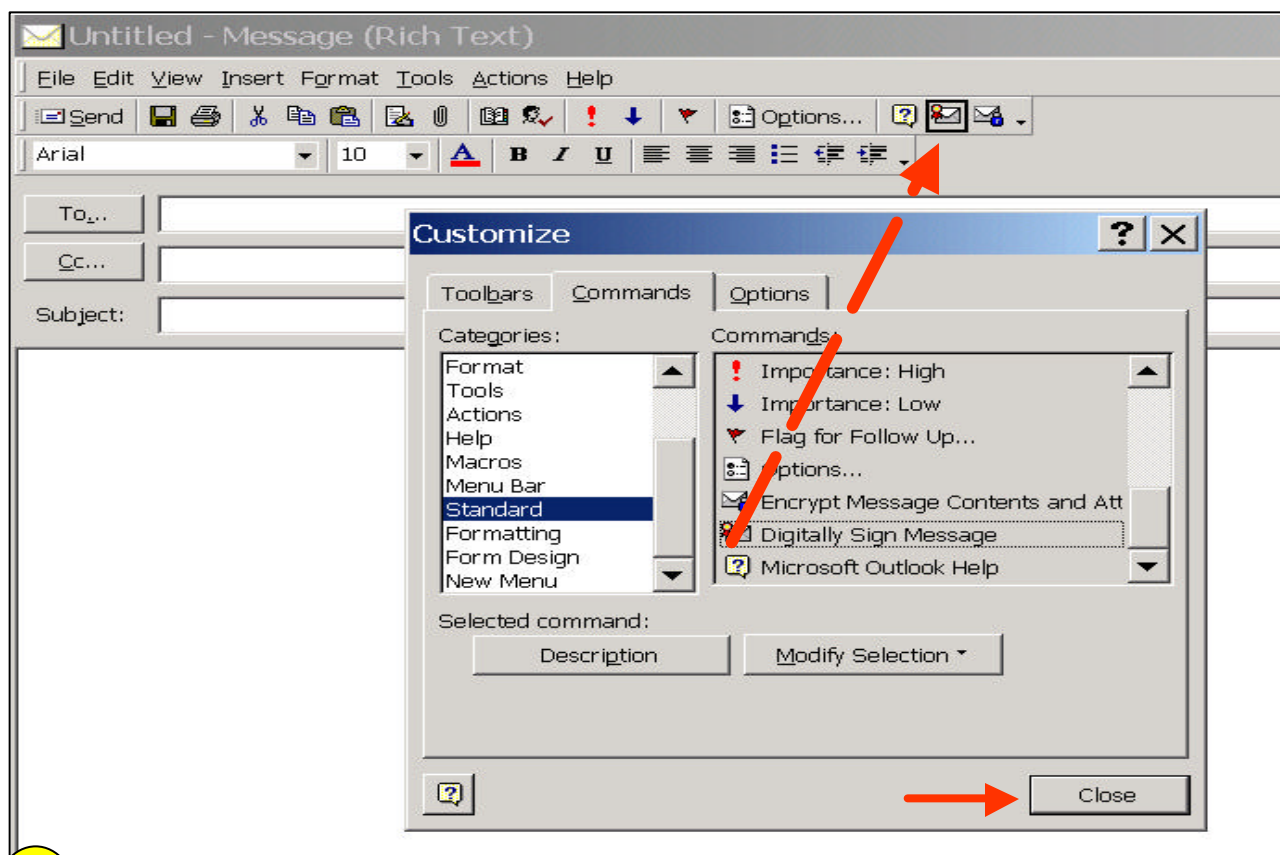
Drag and drop this icon on top of your toolbar.



15

Click on "**Digitally Sign Message**".





16

Drag and drop this icon on top of your toolbar. Click **"Close"** to close the *Customize* window. Close the New Mail Message by clicking the "X" in the upper right hand corner of the New Mail Message window.

Both icons should appear on your toolbar every time you open a **New Mail Message**.

#### Army PKI Help Desk

Comm: (703) 769-4499 DSN: 327-4004 Hours: 0700 – 1700 EST (M-F)

Web Site: <https://setdweb.belvoir.army.mil>

#### PKI Web Sites:

<http://dodpki.c3pki.chamb.disa.mil> / <http://dodpki.c3pki.den.disa.mil>